



Bill Ritter, Jr.  
Governor

Colorado Department of Local Affairs  
Susan E. Kirkpatrick  
Executive Director

DIVISION OF PROPERTY TAXATION  
JoAnn Groff  
Property Tax Administrator

## BULLETIN NO. 18

TO: County Assessors  
FROM: JoAnn Groff  
Property Tax Administrator  
DATE: May 13, 2009

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**THE BULLETIN IS AVAILABLE ON OUR WEBSITE**  
New website address: <http://dola.colorado.gov/dpt>

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
5/13/09	Personal Property General Percent Good Table Discussion Meeting	Review with interested personnel. File in the Personal Property file. By no later than 5:00 P.M., Tuesday, June 2, contact the Division to provide information on the number of participants from your organization that are planning to participate in the discussion meeting.
5/13/09	Administration 941: Presenting Your Best	Review with interested personnel. Return registration form to Division. File in Education File.
5/13/09	Administration 920: Assessment Appeals Process Workshops	Review with interested staff. File in Education file. Return Registration form and fees to Division.





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**DIVISION OF PROPERTY TAXATION**

JoAnn Groff  
Property Tax Administrator

**TO:** ALL COUNTY ASSESSORS, STAFF, VENDORS,  
AND INDUSTRY REPRESENTATIVES

**FROM:** JoAnn Groff  
Property Tax Administrator

**SUBJECT:** Personal Property General Percent Good Table Discussion Meeting

**DATE:** May 13, 2009

**DISTRIBUTION:** Review with Interested Personnel. File in the Personal Property file.  
By no later than 5:00 P.M., Tuesday, June 2, contact the Division to provide  
information on the number of participants from your organization that are  
planning to participate in the discussion meeting.

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**MEMORANDUM**

You are invited to participate in an open meeting that is being held to discuss the Colorado personal property General Percent Good Tables and potential changes to the 2010 version of the tables.

The open meeting has been scheduled as follows:

**Thursday, June 4, 2009, from 9:00 – 11:00 A.M.,  
at the Division of Property Taxation Offices  
1313 Sherman Street, Room 318  
Denver, Colorado 80203**

If you and/or anyone from your organization plan to attend, please contact Ken Beazer at the Division so that we may ascertain the number of participants for the meeting.

If you cannot attend but would like to provide studies and/or other relevant information that you would like to have considered for group discussion, please either e-mail, fax, or mail your comments (c/o: Ken Beazer) so that they are received at the Division Offices by no later than 5:00 P.M. on Tuesday, June 2, 2009.

If you have any questions, please call Ken Beazer at (303) 866-2790 or e-mail your questions to [ken.beazer@state.co.us](mailto:ken.beazer@state.co.us).

JAG\KLB:klb

G:\USR\KBEAZER\KB\MEETINGS\JUNE 4 PP TABLES MTG\PERCENT GOOD TABLES DISCUSSION MEETING MEMO 6-4-09.DOC





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**DIVISION OF PROPERTY TAXATION**

JoAnn Groff  
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: Administration 941 Presenting Your Best Case

DATE: May 13, 2009

DISTRIBUTION: Review with interested personnel.  
Return registration form to Division.  
File in Education File.

## ***Presenting Your Best Case (Admin 941)***

**Two-day Workshop**

**Education Credit:** 14 hours (*continuing education only*)

**Tested:** No

**Recommended Prerequisites:** None

**Cost per student:** \$20.00 (*Please make checks payable to: Colorado Assessors Association*)

- ⇒ Assessor's/Appraiser's Preparation
- ⇒ Appraisal Requirements
- ⇒ County Attorney's Involvement
- ⇒ Presentation
- ⇒ Direct Examination and Cross Examination
- ⇒ Preservation of the Record
- ⇒ Exhibits

Class times are 8:30am to 4:30pm

<b>June 2009</b>					
6/24-25/09	Centennial	DEM	720-852-6600	9195 East Mineral Avenue	Frank & Renee





COLORADO ASSESSORS' ASSOCIATION  
 DPT EDUCATION REGISTRATION FORM  
 1313 Sherman Street, Room 419  
 Denver, Colorado 80203  
 (303) 866-2371 Telephone  
 (303) 866-4000 Fax

County Name
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- Assessor's Staff
- Commissioner's Staff
- Treasurer's Staff
- Clerk & Recorder's Staff
- Other

*Please submit one registration form for each course title.*

<b>Course Title</b>	
<b>Location</b>	
<b>Course Date</b>	

<b>County Contact Person</b>		
<b>Work Phone Number</b> (Include Area Code & Extension)		<b>E-mail:</b>

NAME	E-MAIL	SOCIAL SECURITY NO. LAST 4 DIGITS ONLY (First-time Students ONLY)	COLORADO APPRAISAL LICENSE NUMBER

For **appraisal** classes e-mail [rebecca.fisk@state.co.us](mailto:rebecca.fisk@state.co.us)  
 For **administrative** classes e-mail [evelyn.hernandez@state.co.us](mailto:evelyn.hernandez@state.co.us)



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DIVISION OF PROPERTY TAXATION

JoAnn Groff  
Property Tax Administrator

TO: County Assessors, Commissioners, County Attorneys, Hearing Officers, Arbitrators, Referees, Administrators, Support Staff, Annual Study Auditors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: Administration 920-Assessment Appeals Process Workshops  
**Need Students for both locations**

DATE: May 13, 2009

DISTRIBUTION: Review with interested staff  
File in Education File  
Return registration form and fees to Division

## **Assessment Appeals Process (Admin 920)**

### **One-day Workshop**

**Education Credit:** 7 hours (continuing education only)

**Tested:** No

**Recommended Prerequisites:** None

**Cost per student:** \$10.00 *(Please make checks payable to: Colorado Assessors Association)*

- ⇒ Appraisal Process
- ⇒ Appeals Process
- ⇒ Arbitration Procedures
- ⇒ Functions of the County Board of Equalization
- ⇒ Supreme Court/Court of Appeals Issues and Case Analysis

Class times are 8:30am to 4:30pm

JUNE 2009					
6/17/09	Grand Jct	State Svcs Building	970-248-7318	222 S 6 <sup>th</sup> Street Rm 101	Frank & John
6/23/09	Centennial	DEM	720-852-6600	9195 E Mineral Ave	Frank & Renee





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County Name
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*Please submit one registration form for each course title.*

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<b>Location</b>	
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<b>County Contact Person</b>		
<b>Work Phone Number</b> (Include Area Code & Extension)		<b>E-mail:</b>

NAME	E-MAIL	SOCIAL SECURITY NO. LAST 4 DIGITS ONLY (First-time Students ONLY)	COLORADO APPRAISAL LICENSE NUMBER

For **appraisal** classes e-mail [rebecca.fisk@state.co.us](mailto:rebecca.fisk@state.co.us)  
 For **administrative** classes e-mail [evelyn.hernandez@state.co.us](mailto:evelyn.hernandez@state.co.us)